

Proposed Amendment (title changes):

1. In Section One: Change HUD Grants Monitors to Compliance Administrators; and Grants Administrators to Grant Compliance Administrators.
2. In Section Three: Change Senior Grants Administrator to Senior Grants Accountant.

ADMINISTRATION

ORDINANCE NO.

FILE OF CITY COUNCIL

BILL NO. 63 - 2023

INTRODUCED BY THE ADMINISTRATION

JUNE 21, 2023

AN ORDINANCE

Amending the 2023 General Fund & HUD Grants Fund budget to accommodate a reorganization of positions to allow the Department of Community and Economic Development to enhance current operations for both HUD and non-HUD grant funding and administer grants more efficiently cross-departmentally while remaining in compliance with the home rule charter.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ALLENTOWN:

SECTION ONE: That page 424 of the HUD Grants Fund budget be amended by retitling all (6) HUD Compliance Administrators ~~Grants Monitors~~ (11N) to (6) Grants Compliance Administrators (11N).

SECTION TWO: That (2) of these (6) Grants Administrators (11N) be changed from 100% HUD funding to 60% HUD 700-*, 40% General Fund in the CED Director's Administration program (000-09-0901-0001-*).

SECTION THREE: That page 23 of the General Fund budget be amended by deleting the position of (1) Grants Coordinator Manager (14N) with a total salary budgeted in the amount of Seventy-Five Thousand Four Hundred Forty-Six Dollars; and adding (1) position of Senior Grants Accountant ~~Administrator~~ (13N) to DCED with a total salary budgeted of Seventy-One Thousand Nineteen (\$71,019) Dollars as 90% HUD 700-*, 10% General Fund in the CED Director's Administration program (000-09-0901-0001-*).

SECTION FOUR: That page 424 of the HUD Grants Fund budget be amended by retitling the position of (1) HUD Grants Manager (15N) at 100% HUD funding to (1) Grants Manager (15M) at 90% HUD 700-*, 10% General Fund in the CED Director's Administration program (000-09-0901-0001-*).

SECTION FIVE: That this Ordinance will take effect ten (10) days after final passage.

SECTION SIX: That all Ordinances inconsistent with the above provisions are repealed to the extent of their inconsistency.

- What department or bureau is this bill originating from? Where did the initiative for the bill originate?
 - Community and Economic Development and Mayor's office

- Summary and facts of the bill.
 - The administration would like to consolidate all grants positions to a single department within the City to increase efficiency and allow for additional support and backup for staff tasked with managing grants across City departments. Currently, there is one vacant full time General Fund position in the Mayor's office and 7 full time HUD Grants positions which operate under the supervision of the DCED Director. This legislation will consolidate all 8 positions to DCED. The move presents a savings to the General Fund as the proposed removal of the position in the Mayor's office was budgeted at a (14N) and the proposed position added to CED is a (13N). The proposed funding source shift allows for additional leadership & support within the grants team for both HUD and non-HUD grants management.

 - The previous titles were (6) HUD Grants Monitors (11N), (1) HUD Grants Manager (15N) and (1) Grants Coordinator Manager (14N). The new titles would be (6) Grants Monitors (11N), (1) Senior Grants Monitor (13N) and (1) Grants Manager (15N).

- Purpose – Please include the following in your explanation:
 - a. The purpose of this plan is to create an efficient and effective plan for our grant processes in the City. The department will manage and perform all duties regarding grant applications, tracking, project managing, and creating a comprehensive strategy for our departments as we look towards the future.

- Financial Impact – Please include the following in your explanation:
 - a. Cost (initial and ongoing)

Due to vacancies within both departments and the downgrade of (1) position from a (14N) to a (13N), this shift in organization & funding presents a small savings to the General Fund.
 - b. Benefits (initial and ongoing)

The benefit to consolidating grants administration is in the support and backup that the team can provide with the overall goal of increasing grant applications and strategy across City departments.

- Funding Sources – Please include the following in your explanation:
 - a. If transferring funds, please make sure to give specific account names and numbers. If appropriating funds from a grant, please list the agency awarding the grant.

- Priority status – Are there any deadlines to be aware of?

- We would like to implement this as soon as possible. The Grants Coordination Manager position in the Mayor's office and one HUD Grants Monitor position have been vacant for a considerable amount of time, our departments need the support of these positions for their current and future projects and needs.

- Why should Council unanimously support this bill?
 - This ordinance will allow for proper support for searching and submitting grant applications, tracking and monitoring the grant process, in both the world of HUD and multi-department initiatives. It also allows the employees in this department to have opportunities to grow into leadership positions.

